

Communication



Protocol and Practices: Ensuring Connections

Dr. Megan Slocum

Similarities



Why?

How does your towel compare?

Think of time.....

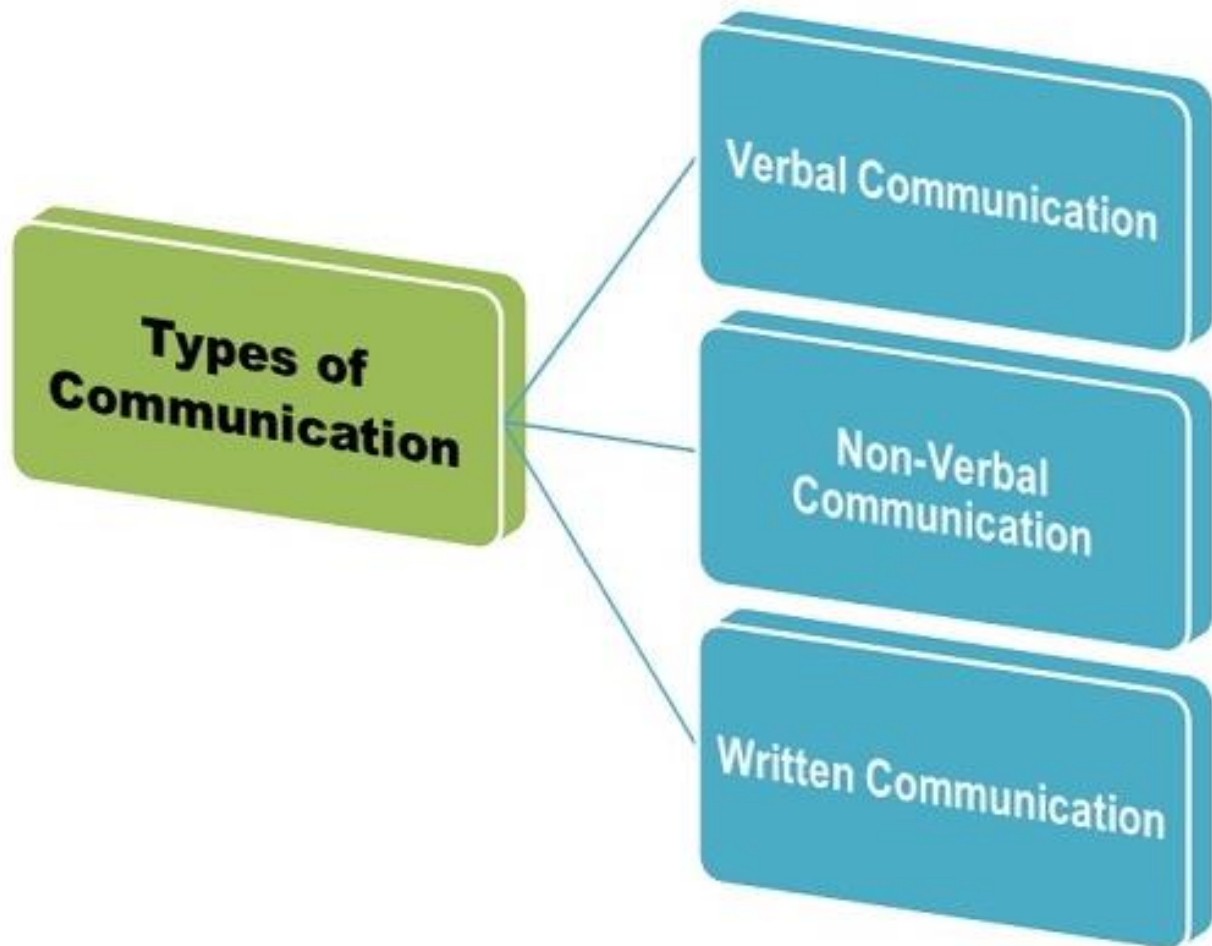
Communication was not as strong as it could be.

What could you have done differently?

Skill or Will?

ellen





Critical Components

- Relationships
- Relationships
- Relationships

It's time to eat children!
It's time to eat, children!

Inbox Strategy

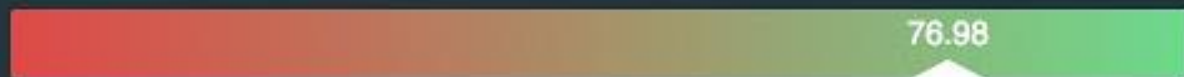


Inbox

- Do you have 1,000s or few?
- Declutter
- Unsubscribe

Gmail

Readability Report



Reading Level:

7th Grade | Fairly Easy

Words per Sentence: Syllables per Word:

13.33

1.38

New Message

To

Subject

Best,
ms



Dr. Megan Slocum
Associate Superintendent

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Sans Serif **B** U

Send

Send Later Remind me in 2 days if no reply

Boomerang
Responsible

Email is blank

Subject Length ?



Word Count ?



Question Count ?



Reading Level ?



ADVANCED FEATURES

Positivity ?



Politeness ?



Subjectivity ?



Upgrade to Unlock

Responsible ?



New Message



Recipients

Subject

Best,
ms



Dr. Megan Slocum
Associate Superintendent

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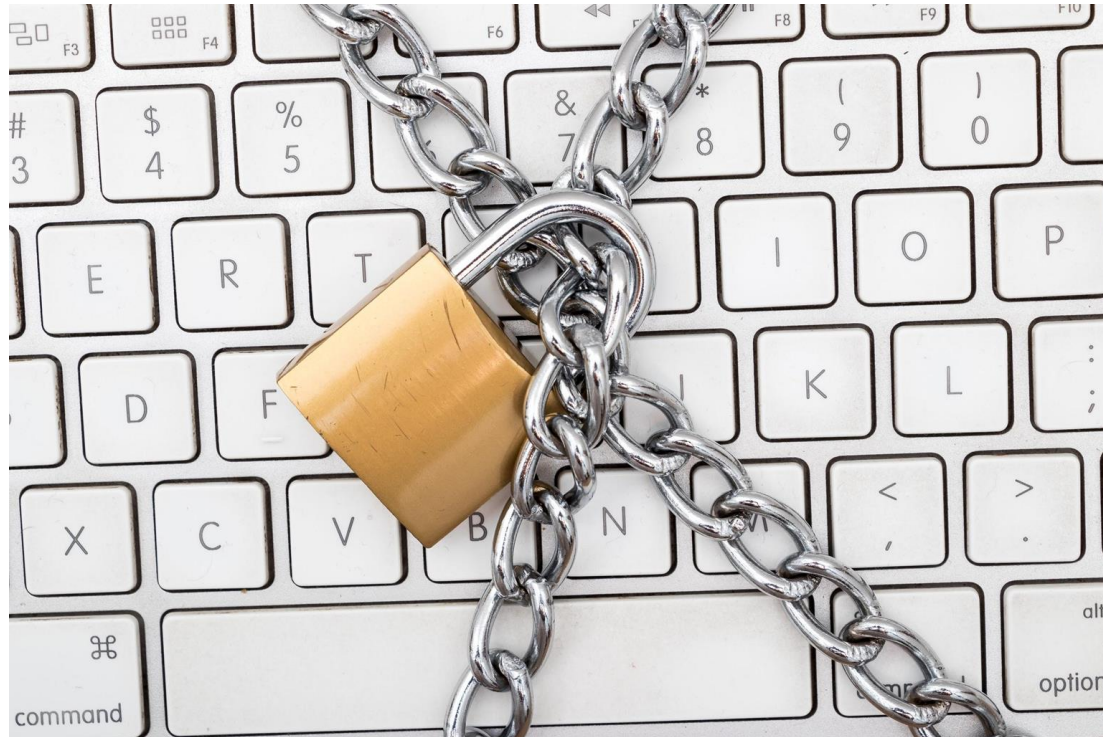
↶ ↷ Sans Serif T B I U A ☰ ☷ ☸

Send A 📎 🔗 😊 📎 📷 🕒 ⏪ ⋮ 🗑️

Send Later Remind me in 2 days if no reply 🏠 Responsible ?

Follow Up Confidential? Send Later?

Chain of Command









Fearful



Angry



Sad



Happy



Disgusted



Surprised

Time Saving Strategies

- Simplify and stay on message
- Make sure you understand the ask
- Listen with intent
- Maintain eye contact
- Become a learner

Communication Failure

the
office



How to have a better conversation

- Ask open ended questions
- If you don't know, say that you don't
- Don't equate your experience with theirs
- Try not to repeat yourself
- Stay out of the weeds
 - Sausage
- Listen



Apps

Group Text - Slack, Group Me, Google Chat

Audit your time - TSheets Time Tracker

Converts to PDF, signature - Scanner App

Walkie Talkie - Zello

Doodle - Group Meeting Scheduler

Send Money - Cash App, Venmo, Paypal

List Keeper - AnyList

Contact me:



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